



INFORMATIONAL FORM

Grievant _____

Date: _____

- Is the grievant an employee you supervise?**
 - Yes - you are responsible for *immediately* conducting the Informational; *consult with your lead supervisor or manager prior to scheduling*
 - No - return the grievance to the employee and advise them they need to submit to their direct supervisor
- Was the grievance submitted on time (within 30 days of the alleged violation)?**
 - Yes - continue with the Informational
 - No - not filed timely/return to employee
- Is the grievance form legible? Filled out complete and accurate?**
 - Yes - continue with the Informational
 - No - return to employee
- Is this a CallOut issue?**
 - Yes - Via email, send a request to all of the Ops Center Supervisors and ask for a copy of the callout report and call record prior to the Informational meeting. Include a copy of the grievance. Use this information to determine what actually occurred during the call out. Feel free to share with the employee.

Consider:

- Is there an issue with the interpretation of the agreement? What's the issue?
- Is it a complaint or process that can be worked out through conversation with the employee? If yes, work with the lead supervisor, your manager and HR before reaching an agreement.

What occurred that prompted employee to file a grievance? Ask the grievant to list Article and Section of the agreement violated. **Provide specific details/facts of what actually happened - not just the employee's interpretation.** Be sure to include dates, locations, and names of individuals involved:

Were you able to resolve the grievance? If yes, please provide details below of how it was resolved and confirm with the employee they are withdrawing the grievance. Please have grievant initial below.

Grievant's initials

Supervisor's Signature _____

Lead Supervisor's Signature _____

Attach to grievance form and send both via email to Robin Everett, and Manager with a copy to Dave Hershberger.

